



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
No. **26** S. 2024

9 JAN 2024

**SCALING-UP ORGANIZATIONAL ACCOUNTABILITY AND  
RESPONSIBILITY:  
2024 Contingency Planning Seminar-Workshop  
for Schools and Division Personnel**

**TO:** Public School District Supervisors  
District DRRM Coordinators  
Select Division Personnel  
*All Others Concerned*

1. In compliance with Republic Act 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 which mandated the need to strengthen preparedness and capacity to respond in times of disasters, DepEd - Division of Misamis Oriental shall conduct seminar-workshop on contingency planning for school and division personnel on **January 23-26, 2024** at Pearlmont Hotel, Cagayan de Oro City.
2. Attached to this memorandum is the list of participants and training matrix for reference.
3. It is advised that attendees shall bring their own laptops.
4. Participation in the said activity is treated as OFFICIAL BUSINESS. Traveling expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent



**SCALING-UP ORGANIZATIONAL ACCOUNTABILITY AND RESPONSIBILITY:****2024 Contingency Planning Seminar-Workshop  
for Schools and Division Personnel (January 23-26, 2024)**

LIST OF PARTICIPANTS			
SCHOOL PERSONNEL			
	DISTRICT	PSDS or representative	District DRRM Coordinator or representative
1	Alubijid East District	JERAMEEL W. PAMISA	MARIBEL T. VILLARIN
2	Alubijid West District	ELY L. MAGDALE	MARIE GRACE N. PABELIC
3	Balingasag Central District	BEATRIZ E. ACDAL	VIRGO JOEL R. ZAPICO
4	Balingasag North District	JOEL A. CONCEPCION	GREZSHELLE B. DADANG
5	Balingasag South District	SOL S.VALLEDOR	ARLENE J. VALMORES
6	Balingoan District	HERMES JOYMAR T. LABIANO	HAZEL P. LITUANAS
7	Claveria Central District	RYMAR L. ASIL	MARIA CECILIA V JACOBO
8	Claveria North East District	MARIFE D. BALABA	ALBERT Q. SALINDO
9	Claveria West District	MA. FIDELA C. SALVADOR	RAMIL PRESILLAS
10	Gitagao District	ALFIE G. ANTIORTA	IAN PET S. TUBELLEJA
11	Initao South District	LIEZL R. LIMBACO	LOIDA W.UNABIA
12	Initao North District	MARK JOSEPH C. JIMENEZ	REVALYN JOY A. BRIONES
13	Jasaan North District	ALLEN L. NOEL	GLENN B. DOONG
14	Jasaan South District	CYDEL P. VALMORES	GELLIVEB E. SUJERO
15	Kinoguitan District	LILIBETH C. BACO	WENDELL V. ABOY
16	Lagonglong District	EDNA T. MAGOS	MA. CHARISSE JOANNE J. LABADAN
17	Laguindingan District	ROIE M. UBAYUBAY	LIMWEL CABASAN
18	Libertad District	JOYLITO O. VILLASTIQUE	RIZA T. ORONG
19	Lugait District	ALIDANGIE M. GABE	BERNADETH O. PONO
20	Magsaysay I District	NORMAN P. SAYSON	MARY CHERRY E. EGNALIG
21	Magsaysay II District	MARITES S. MERCADO	JOMAR C. BANDONG
22	Manticao District	RIC D. GABE	LOWELL Q. IBARRAT
23	Medina North District	JEAN C. SISON	SHIRLYN EBARLE SANCHEZ
24	Medina South District	RAUL C. MARTE	RANDY S. LLOREN
25	MOGCHS	ANTONIO G. MAGLINAO	VINCENT ROY R. SADICON
26	Naawan District	VEVIAN T. TUASON	XERXES JUNE B. WAGA
27	Opol East District	AMELY J. WAPIN	CHARLOTTE MAE L. COMENDADOR
28	Opol West District	MANOLITO A. TEJERO	PHILIP JOHN O. DAGONDON
29	Salay District	GRETHEL R. LUBI	MARY ANN C. SUAZO
30	Sugbongcogon District	FRANCISCA G. ADLAON	BERNIE M. ALONG
31	Tagoloan WEST District	ERNESTO A. SECO	ARCHIE CABINGAS ELLO
32	Tagoloan EAST District	CYRIL H.DALUGDUG	HADJIE C. JAGURIN
33	Talisayan District	JUSTINIANO A.ABUEVA	PHANCRASIA C.CABOTAJE
34	Villanueva North District	JOEL L. JAYME	DANILO G. MURING JR.
35	Villanueva South District	EVA C. GUILARAN	DAREL JOHN R. RAL

LIST OF PARTICIPANTS			
DIVISION PERSONNEL			
	OFFICE/SECTION	Participants 1	Participant 2
1	ACCOUNTING OFFICE	ATTY. ELMAR G. ANOC	MARK LORREN T. TEJANO
2	ASDS OFFICE	KAREN J. PAMA	NARIELYN B. CAMBALON
3	AO V - ADMIN	FELY R. QUEZON	GINO M. SEÑARA
4	CASHIERING	CLINT M. ARENAL	CARMEN LOURDES R. MADRID
5	CID	LILIAN B. SALAN	MICHELLE L. MIGABON
6	ICT	VICENTE Y. HALLASGO III	JAY ANTHONY B. PACTOS
7	LEGAL	ATTY. CHRISTOPHER F. PASCO	REINER L. ONG
8	LRMDS	KIM ERIC G. LUBGUBAN	LOUCILE L. PACLAR
9	MEDICAL / DENTAL	JESELLE P. TABOR	CATHERINE S. MANUTA
10	PHYSICAL FACILITIES	SANDY S. SIMO	MARIE JO T. ASA
11	PLANNING	ALDREICH LOIS A. GENILA	ADORA ANGELICA G. BAHIAN
12	RECORDS	KENON H. PARA-ON	JENNIFER C. ARIASA
13	SDS OFFICE	AIKOH M. RABE	NUR MUHAMMAD A. MAPANDI
14	SGOD	ANDREW HEROE R. JANUBAS	MICHAEL MERVIN M. ACENAS
15	SUPPLY AND PROPERTY	ELEANOR P. CRUZ	ARLENE C. VALMORES
TECHNICAL WORKING GROUP			
		CIRILO K. RUBIATO II	
		JOY E. RAGANDANG	RALPH WALDO ALVIN V. PAGARA
		CHERIE K. RUBIATO	CINDY C. ANCHETA



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**TRAINING & DEVELOPMENT MATRIX**

*The Training and Development Matrix is an attachment to the Training Design that indicates the time, date and list of topics and its speakers. This will serve as a guide for participants and its program management team on the flow and delivery of the training.*

**A. Training Information**

Title of Training or Program	<b>SEMINAR-WORKSHOP ON DRRM CONTINGENCY PLANNING</b>
Description	The legal basis of this training is <b>Republic Act (RA) 10121</b> otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandated all government agencies to institutionalize policies, structures, coordination mechanisms and programs With Continuing budget appropriation on disaster risk reduction and management (DRRM) from national to local levels.
Proposed Training Date/s	<b>January 23-26, 2024</b>
No. of Training Hours	32 HOURS
Target Participants	35-Public Schools District Supervisor, 35-District DRRM Coordinators and 30-Select Division Personnel

**B. Matrix**

**Day 1- January 23, 2024**

<b>Time</b>	<b>Activity/Topic</b>	<b>Person-In-Charge</b>
8:00 – 9:00 am	<b>Arrival and Registration of Participants</b>	
9:00-9:30 am	<b>Preliminaries:</b> National Anthem Opening Prayer Roll-Call of Participants  Welcome Message	<b>Cirilo K. Rubiato II</b> Division DRRM Coordinator  <b>Edilberto L. Oplenaria</b> Schools Division Superintendent

	Statement of Purpose	<b>Maria Teresa M. Absin</b> Chief - SGOD
9:30-9:45am	<b>Training Proper:</b> Expectation Setting and Heart Contract	<b>Cirilo K. Rubiato II</b> Division DRRM Coordinator
9:45-10:00am	Hazards in Misamis Oriental	Resource Speaker from OCD-10
10:00-12:00nn	The Education Cluster in Times of Emergencies	Resource Speaker from OCD-10
12:00nn-1:00pm	Lunch Break	
1:00pm-1:30pm	Check-in of Participants to their room assignments	
1:30-3:00pm	<b>Workshop 1:</b> Enhancement/ Development of Contingency Measures for Earthquakes, Fires, Typhoons, Floods, or Human-induced Hazard	Resource Speaker from OCD-10
3:00pm-5:00pm	<b>Workshop 2:</b> Identification of Gaps and Measures (Part 1)	Resource Speaker from OCD-10

## Day 2 - January 24, 2024

Time	Activity/Topic	Person-In-Charge
8:00 – 8:30 am	<b>Arrival and Registration of Participants</b>	
8:30-9:00 am	Invocation Safety Measures Orientation	<b>Cirilo K. Rubiato II</b> Division DRRM Coordinator
9:00-9:30am	<b>Training Proper:</b> Energizer and Recap	<b>Cirilo K. Rubiato II</b> Division DRRM Coordinator
9:30-12:00am	<b>Workshop No. 3:</b> Mapping of Resources	Resource Speaker from OCD-10
12:00nn-1:00pm	LUNCH BREAK	
1:00pm-3:00pm	<b>Workshop No. 4:</b> Mapping of Partners	Resource Speaker from OCD-10
3:00-5:00pm	<b>Workshop No. 5:</b> Determining Timeline of Contingency Measures	Resource Speaker from OCD-10

### Day 3 - January 25, 2024

Time	Activity/Topic	Person-In-Charge
8:00 – 8:30 am	<b>Arrival and Registration of Participants</b>	
8:30-9:00 am	Invocation Safety Measures Orientation	<b>Cirilo K. Rubiato II</b> Division DRRM Coordinator
9:00-9:30am	<b>Training Proper:</b> Energizer and Recap	<b>Cirilo K. Rubiato II</b> Division DRRM Coordinator
9:30-12:00am	<b>Workshop No. 6:</b> Other parts of the Contingency Planning	Resource Speaker from OCD-10
12:00nn-1:00pm	LUNCH BREAK	
1:00pm-5:00pm	Completion of Contingency Plans	Resource Speaker from OCD-10

### Day 4 - January 26, 2024

Time	Activity/Topic	Person-In-Charge
8:00 – 8:30 am	<b>Arrival and Registration of Participants</b>	
8:30-12:00am	<b>Training Proper:</b> Presentation of outputs and giving of feedbacks	Resource Speaker from OCD-10
12:00nn-1:00pm	LUNCH BREAK	
1:00pm-4:00pm	Presentation of outputs and giving of feedbacks	Resource Speaker from OCD-10
4:00pm-5:00pm	<b>Closing Program</b> Impression Commitment Distribution of Certificates Acknowledgement Closing Prayer	<b>Cirilo K. Rubiato II</b> Division DRRM Coordinator

### C. Program Management Team

Function	Name	Designation
Program Consultant	TRESTAN REY A. EBARE	CHIEF, CAPACITY BUILDING AND TRAINING SECTION OF OCD 10
Program Management Team Leader	MARIA TERESA M ABSIN	CHIEF, SGOD
Program Management Asst Leader	CIRILO K. RUBIATO II	PDO II - DRRM
QAME Associate	DANNY A. ASIO	SPES-MONITORING
Technical Officer	FREDDIEJUNE DELIG	ITO
Secretariat	MICHAEL MERVIN ACENAS	PDO I - YOUTH FORMATION

Prepared By:



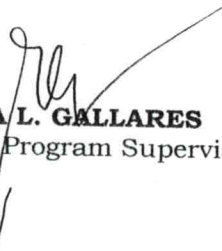
**CIRILO K. RUBIATO II**  
PDO II - DRRM

Noted by:



**IRISH KARYLLE D. MONTE**  
SEPS-HRD

Reviewed By:



**RHODORA L. GALLARES**  
Education Program Supervisor

Reviewed By:



**MARIA TERESA M. ABSIN**  
Chief, SGOD

Certified Appropriation Available:

~~**MARK LORREN T. TEJANO**~~  
AO-V - Budget Officer

Certified Funds Available:

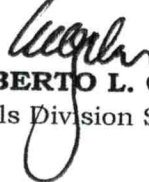
~~**ELMAR G. ANOC, CPA**~~  
Accountant III

Recommending Approval



**ERLINDA G. DAEL**  
Asst. Schools Division Superintendent

Approved:



**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent